



**Request for Proposal**  
**Applications to Serve on an Evaluation Team**  
**for**  
**Ed.D. Programs at Kentucky's Comprehensive Universities**

**I. Purpose**

This Request for Proposal (RFP), issued by the Council on Postsecondary Education (Council), solicits offers from individuals to serve as part of an evaluation team for proposed Ed.D. programs at Kentucky's comprehensive universities. This team will assess the quality of these proposed programs in the context of their integration and consistency with Kentucky's efforts in educational leadership. The team will also assess the need for doctoral degrees in educational leadership at Kentucky's comprehensive universities and, if a need exists, advise the Council on strategies for creating a collaborative and effective structure for providing these programs.

Successful individuals must have extensive experience in the fields of educational leadership, educational policy, and the relationship among research and comprehensive universities.

Council staff will evaluate all applications and make multiple awards.

**II. Background and Context**

Kentucky's Postsecondary Education System encompasses nine public institutions, numerous independent institutions, Kentucky Adult Education, and the Kentucky Virtual University. For more information visit the Council's web site at <http://www.cpe.ky.gov/>.

The Council on Postsecondary Education is charged with leading the reform efforts envisioned by state policy leaders in the Kentucky Postsecondary Education Improvement Act of 1997 which can be viewed in its entirety on the web site. Council members have pledged reduced bureaucracy, staunch advocacy, decisive management, and effective stewardship to achieve these results:

- Public support for the value of postsecondary education.
- Information that is helpful to students and their families in making educational decisions.
- An educational system that is well coordinated and efficient.
- Incentives that stimulate change and prompt institutions to redesign programs and services, realign resources to priorities, improve productivity, and generate new resources.

- Information that shows the public how the system and its institutions are performing.
- Data and research that help policy makers make good decisions.

The duties of the Council are outlined in the [Kentucky Postsecondary Education Improvement Act of 1997, Section 74 through 84](#).

#### 2005 - 2010 Public Agenda

*Five Questions - One Mission: Better Lives for Kentucky's People* reflects the current public agenda that guides the work of Kentucky adult and postsecondary education through 2010. The plan emphasizes accountability, degree completion, and affordability and its framework is built around the new [five questions of reform](#) (<http://www.cpe.ky.gov/planning/5Qs/default.htm>).

#### Campus Action Plans

Five Questions - One Mission: Better Lives for Kentucky's People includes individual campus action plans for each public postsecondary institution, the Kentucky Community and Technical College System, and the Association of Independent Kentucky Colleges and Universities. Campus action plans include mission parameters, priorities for action, and key indicators of progress for each institution or organization.

- [Association of Independent Kentucky Colleges and Universities](#) (398K PDF)
- [Eastern Kentucky University](#) (1187K PDF)
- [Kentucky Community and Technical College System](#) (387K PDF)
- [Kentucky State University](#) (380K PDF)
- [Morehead State University](#) (439K PDF)
- [Murray State University](#) (385K PDF)
- [Northern Kentucky University](#) (300K PDF)
- [University of Kentucky](#) (246K PDF)
- [University of Louisville](#) (418K PDF)
- [Western Kentucky University](#) (1129K PDF)

#### Supporting Documents

- [Kentucky Postsecondary Education Planning Data Book, September 2004](#) (2MB PDF)
- [Statewide Strategic Planning Kickoff- Institute for Effective Governance 2005 Trusteeship Conference](#)
- [Regional Forum Information](#)
- [Council Agenda Items](#)

### **III. Evaluator Requirements**

- Minimum qualifications:
  - Earned doctoral degree and at least five years of professional-level work in education with higher education, public policy or related fields.

- Essential skills, knowledge and abilities:
  - Understanding of the current climate in educational leadership redesign.
  - Understanding of the relationship among research and comprehensive universities.
  - Familiarity with current educational leadership discussions, including recommendations made by the [Southern Regional Education Board](#).
  - Familiarity with educational leadership work funded by The Wallace Foundation and the State Action for Education Leadership Project.
  - Must not be an employee of a Kentucky postsecondary institution.

#### **IV. Scope of Work**

Work may include, but is not limited to, data analysis, campus visits, interviews with faculty, and interviews with focus groups.

The evaluation team will assess the need for Ed.D. programs at the comprehensive universities in general as well as the current proposals for Ed.D. programs at Kentucky's comprehensive universities. This assessment should occur in the context of current programs in Kentucky and on-going educational leadership redesign in Kentucky and nationally.

To ensure these contexts are considered, the team will develop a set of criteria by which current and future Ed.D. proposals can be assessed. They will recommend, based upon those criteria, whether the current proposals should be accepted, modified, or referred back to the institutions for further development.

Potential items for inclusion in the final report may be:

- A review and assessment of whether substantive evidence of need exists for additional programs and suggestions for the appropriate statewide level of need required to approve proposed future programs;
- An assessment of institutional readiness and capacity to develop and deliver the proposed Ed.D. programs;
- Recommendations for any additional preparation and resources institutions would need to develop and provide high-quality programs;
- Recommendations for opportunities where programs could be offered online and/or embedded into learner work environments;
- Recommendations for collaborative opportunities for instruction to increase efficiencies, leverage academic expertise, and increase programmatic quality;

#### **V. Criteria for Selection**

The Council staff will review, rate, and select 3 applicants to serve on the team. The individual with the highest score will serve as the "team leader". The selection will be based on the applicants that most closely match the preferred qualifications as indicated by the items below:

- Education in a related field. (25 points)

- Professional experience (five years in education including higher education, public policy or related experience). Experience in a position of responsibility for educational leadership will be valued. (25 points)
- Familiarity with educational leadership redesign. (25 points)
- Familiarity with national projects and standards on educational leadership. (25 points)

Interested individuals should send one original and two copies of (a) a letter of application outlining the applicant's familiarity with educational leadership redesign, and (b) a current resume or curriculum vita to:

F. Diann Donaldson, CPA  
 Director, Administrative Services  
 Council on Postsecondary Education  
 1024 Capital Center Drive, Suite 320  
 Frankfort, KY 40601

Applications must be **received by the above designee no later than 4:30 p.m. EST, March 17, 2006**. Applications received after the stated deadline will not be accepted. It is not the responsibility of postal or courier services to meet the deadline. It is the responsibility of the applicant. E-mail and fax copies will not be accepted. Council staff will begin the review of applications immediately thereafter.

## **VI. Compensation**

The selected team will consist of three members: a team leader who will be paid a stipend of \$5,000 and two team members who each will be paid a stipend of \$2,500. The team leader will be responsible for all written reports to the Council.

It is anticipated that the evaluation process will take approximately ten (10) days, with at least one trip to Kentucky being required. Travel expenses will be paid for all team members.

## **VII. General Provisions**

All applications submitted shall include a signed copy of the attached *Campaign Finance Law Compliance* form.

Any contract resulting from this RFP shall be a Personal Service Contract and will be governed by all provisions of KRS Chapter 45A and the Finance and Administration Cabinet's Manual of Policy and Procedures, both available on-line at <https://eprocurement.ky.gov>.

The Council reserves the right to reject any and all applications and bears no responsibility for any costs of preparing any application.

The RFP may be viewed at [www.cpe.ky.gov](http://www.cpe.ky.gov) and the state's procurement web site <https://eprocurement.ky.gov>.

**Solicitation #:** \_\_\_\_\_

**Campaign Finance Law Compliance**

In accordance with the provisions of KRS 45A.110 and KRS 45A.115, each bidder or offeror shall submit this affidavit with the bid or proposal.

I hereby swear or affirm under penalty of perjury that:

- (1) neither the bidder or offeror as defined in KRS 45A.070(6), nor the entity which he/she represents, has knowingly violated any provisions of the campaign finance laws of the Commonwealth of Kentucky, and
- (2) the award of a contract to the bidder or offeror or the entity, which he/she represents, will not violate any provisions of the campaign finance laws of the Commonwealth.

I have fully informed myself regarding the accuracy of the statement made above.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Company Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn to before me by \_\_\_\_\_, \_\_\_\_\_  
(Affiant) (Title)

of \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(Company Name)

\_\_\_\_\_  
Notary Public

[*seal of notary*]

My commission expires: \_\_\_\_\_